

# Appeal Information

The Department makes a number of formal, written determinations and decisions that may affect your entitlement to benefits and/or the amount of benefits that are payable.

You have the right to file an appeal if you disagree with a determination or decision. While waiting for an Administrative Law Judge or the Employment Security Board to decide your appeal, you must continue to file your weekly claims.

Each determination or decision explains your right to appeal, and how and when to file your appeal. Generally, an appeal must be in writing and submitted to the Department within the timeframe specified which is usually 30 days from the date of the determination or decision, unless otherwise noted.

Your appeal should include:

- Your name
- Current mailing address
- A brief explanation of the issue(s)
- Why you're appealing.

Detailed information about the [Unemployment Insurance Appeal](#) process and your rights is available.

For your convenience, we have created optional appeal forms, for two common situations:

- [B-13 UI Employer Appeal Form \[PDF\]](#)
- [B-14 Employer Appeal of Tax Liability \[PDF\]](#)

You may submit your written appeal:

By US mail to:

UI Appeals, Department of Labor  
P.O. Box 488  
Montpelier, Vermont 05601-0488

By e-mail to: [labor.appeals@vermont.gov](mailto:labor.appeals@vermont.gov)

By fax to: 802-828-4289

Or in person delivery to:

The Vermont Department of Labor  
5 Green Mountain Drive  
Montpelier, VT